Introduction to PAMS

The Department of Energy's (DOE) Office of Science (SC) Portfolio Analysis and Management System (PAMS) is a web-based system for taking many actions around SC's portfolio of awards in support of basic research in the physical sciences.

PAMS is not the only information system used to manage SC's awards. Depending on the nature of your institution and your functional needs, you may also need to:

- Submit applications via Grants.gov
- Retrieve award documents via FedConnect.net
- Access funds through ASAP or VIPERS

Users can view current and past Funding Opportunity Announcements and National Laboratory Announcements. Users may submit any required, requested, or optional prepreposals or letters of intent (LOIs) in PAMS.

Proposals are submitted in Grants.gov by institutions of higher education and small businesses. DOE National Laboratories and other Federal agencies may be able to submit proposals directly in PAMS. Regardless of where a proposal was submitted, Principal Investigators (PIs) and Sponsored Research Office/Authorizing Official/Business Officials (SRO/AO/BOs) can access and manage their proposals and merit reviews in PAMS.

SC's community of peer reviewers uses PAMS to access proposals, write evaluations, and submit their reviews to the Government. After recommendations are made, the merit reviews become available in PAMS to the PI and/or SRO.

Once proposals are selected for funding and awards are finalized, the official award documents will be made available in a partner system (FedConnect.net .) Once an award exists, SROs can submit award modification requests and PIs can submit their progress reports in PAMS.

This wiki serves as a collection of How to Guides to help you navigate through the PAMS system. Whether you are submitting an LOI, proposal, revised budget, or progress report, or attempting to manage users or withdraw a proposal, there are step-by-step guides to assist you.

The PAMS Helpdesk is also available from 9 am to 5:30 pm, Monday through Friday, at 855-818-1846 (toll-free), 301-903-9610, or sc.pams-helpdesk@science.doe.gov.

The Introduction to PAMS section contains the following How To Guides:

- Logging In
- Navigation
- System Conventions
- Definition of Terms
- PAMS Helpdesk Contact Information
- Recommended Settings Guide

Additional How To Guides are available from the left side menu if you select PAMS Help. You can also use the following links to access additional guides.

The PAMS Help page contains the following information and How To Guides:

- Introduction to PAMS
    - Logging In
    - Navigation
    - System Conventions
    - Definition of Terms
    - PAMS Helpdesk Contact Information
    - Recommended Settings Guide
- Registration
    - Create a User Account
    - Update User Profile
    - Register to an Institution
- Manage Institutions
    - Manage Institution Profile
    - Manage Peer Access Permissions
    - Manager User Privileges
    - Change Award SRO
- Create and Manage Submissions
    - Submit a Preproposal
    - Submit a Letter of Intent
    - Submit a Lab Proposal
    - Respond to Proposal Invitation
    - Locate a Grants.gov Proposal
    - Submit a Letter of Intent – SBIR
    - Submit Renewal Proposal Products
    - Withdraw Proposal
- Instructions to Reviewers
    - Commercialization Review – SBIR
    - Review – Mail In
    - Review – Mail In – SBIR
    - Review – Panel
    - Review – Scoring Only
    - Conflict of Interest Certificate

- Revised Budget
- How Do I Submit a Public Abstract
- Create and Submit Award Modification Requests
- Complete Commercialization Survey -SBIR
- Complete Progress Report
- Submit a Commercialization Plan - SBIR
- View Reviews
- Requesting Additional Award Access
- Approving Additional Award Access Request